State of Arizona

Department of Education

Tom Horne
Superintendent of
Public Instruction

To: Superintendents, Principals, Charter Holders, Charter Administrators, and Tutors

From: Dr. Karen Butterfield, Associate Superintendent for Academic Achievement
        Nancy Konitzer, Deputy Associate Superintendent
        Debby Francis, Education Program Specialist

Date: August 9, 2007

Subject: State Tutoring Program Update for FY08

Please note that the information on page 1 represents revisions to the program. Of note, we have developed a new Tutor Verification form to determine tutor qualifications and updated the Certificate of Supplemental Instruction.

NOTIFICATION TO SET TUTORING CAP

   In 2000, the legislature passed a law to fund this program and **allocated $1.5 million per year** for fall, spring, and summer sessions. We have been using monies that have accumulated in increasing amounts. For example, we reimbursed tutors approximately $2.6 million for providing tutoring to 7042 students in spring 07. After seeking counsel from the Attorney General's Office, it has been determined that ADE has the authority to determine how funds are disbursed. In order to manage our funds responsibly, we now have a need to set a spending cap. Using previous payments as a basis, this year we fixed the limit for each LEA to be $100,000 for the fall 07 round and the same for the spring. See *Payment Options* pg. 3.

   The superintendent recognizes the value of the tutoring program as an integral piece in improving student academic performance and assisting students in passing AIMS. Because he appreciates the success of your efforts, he is supporting a decision package to the state legislature for increased monies to the State Tutoring Program. We will continue to look for funds in additional to the decision package. If any new funds become available, notice will be sent.

Dates for all tutoring
- Aug. 13 - Nov. 16, 2007
- Jan. 7 - Apr. 25, 2008
- May 26 - July 22, 2008
  (tentative)
- Online system opens 7 A.M. 1st day + closes 3:30 P.M. the last day per round of tutoring.

Spring 2007 Payment Owed
- Tutors who were not reimbursed or not fully reimbursed because they failed to enter, to finish entering, or to correctly enter hours online, can still be paid for the services they performed. Please, go to: http://www.ade.az.gov/asd/StateTutoring/ for directions on how to proceed.

Deadline: October 14, 2007

Tutor Qualifications
- Instructional staff is comprised of highly qualified teachers as defined by NCLB.
- Tutors must provide copies of current HQ Attestations that demonstrate they are HQ as defined by NCLB in reading/language arts and/or math.
- Principals or Providers must complete a State Tutoring Program- Tutor Verification form, found at http://www.ade.az.gov/asd/StateTutoring/ for each tutor qualified as an Exception and have transcripts. They must maintain documentation that sufficient attempts to recruit HQ tutors were unsuccessful.

Exceptions
- Tutors for grade 7-12 students in math : (a) 12 credits in math and (b) bachelor's degree or college student
- Tutors for grade 7-12 students in English or Writing: (a) 12 credits in English/Language Arts and (b) bachelor's degree or college student
- Tutors for elementary school K-8 students or older special education students: (a) 12 credits in basic education content courses in English, social studies, math, science and bachelor's degree or (b) enrollees in teacher preparation programs
- HQ instructional aide (per Section 1119 of NCLB) employed by a school district or charter school

Eligibility: All students attending Underperforming/ Failing schools through AZ LEARNS		Eligibility: Students who have not passed most recent AIMS
• Fall semester - all students attending those schools from the 05-06 profile • Spring and summer semesters - all students attending those schools from the 06-07 profile • Selection should not be by academic ranking	**OR**	• 9-10th grade students who did not pass 8th grade AIMS • 11-12th grade students who have not passed high school AIMS in order to graduate • Approp. graders above who did not take AIMS

Tutoring Hours and Group Size	Supplemental Educational Services (SES) 1st
• Not to exceed 90 hours for each eligible student per semester • No limit to total # of students per tutor • Maximum group size of 5 students to 1 tutor • Hrs. do not vary based on group size or # of portions of the AIMS that student didn't pass	A Title I school in the second year of School Improvement and labeled "underperforming" or "failing" must fulfill its Title I obligations and put forth sufficient effort to offer SES first and use the funds up to 20% of the district's Title I funds as required by NCLB. If there are still students who need tutoring, that school could then use State Tutoring Program.

Supplemental Programs
- Any non-teaching prep time during student's non-core classes with principal approval or outside of school hours
- Examples of supplemental programs are those after school, before school, during lunch, weekends, supplemental Fridays, evenings, intersession, pullouts that do not remove students from core classes, during prep time, AIMS remediation "classes" with no more than 5 students during teachers' prep times (high school credit may be given).
- Those not appropriate are programs that supplant regular instruction.

Accountability
- The Certificate of Supplemental Instruction is an agreement between the tutor and the parent. Key pieces relate to parental contact, the skill/concept to be studied, and principal/administrator acknowledgement.
- For accountability purposes, the tutor will indicate online if and how that student showed academic improvement in that skill/concept. Written, oral, or other assessments can be teacher-made, district, or standardized tests determined by the tutor.
- State Board of Education may remove a tutor if he/she fails to meet the stated level of academic improvement (A.R.S. 15-241Q) stated in Certificate

Please, use the revised Certificate found at:
http://www.ade.az.gov/asd/StateTutoring/

Outside Providers:
- Outside approved providers are posted at the ADE website at http://www.ade.az.gov/asd/StateTutoring/
- The relationship between the school/LEA should be the following:
  o If a school/LEA chooses not to participate in the State Tutoring Program, it is under no obligation to advertise for providers approved under this RFP.
  o If a school/LEA does participate in the State Tutoring Program, they must inform parents about the availability of approved providers in the area.
  o The parent is responsible for contacting an outside provider. The Certificate of Supplemental Instruction authorizes the release of a student's records.
  o Schools/LEAs will not release names or other information about eligible students to providers without a signed Certificate of Supplemental Instruction.

How to Get Started
- District officials, principals, or their representatives email Deborah.Francis@azed.gov the tutors' names, school, email addresses, and LEA or Tutor-based payment option. Also, advise how each new tutor is qualified by using the Tutor Verification form as a guide. Answers should be in the form on #1 HQ or the color of the appropriate box (blue, purple, green, yellow, peach). In the email that official's role should be clear.
- For LEA-based option, ADE will email tutors user names and passwords for online system.
For Tutor-based option, ADE will email tutors user names and passwords for online system, Service Agreement, Statement of Assurances, and Substitute W-9 form.

Payment Options	
• The State Tutor fund online system is how the tutor registers students and enters session information. Use of this system is how ADE calculates actual amounts to reimburse the LEA (district/charter holder) or individual tutor.	
• All tutors combined from an LEA cannot be reimbursed for more than $100,000 of actual services for the fall 07 or spring 08 rounds of tutoring.	
• To keep track of hours, we suggest that your tutors print the *Review Sessions* page to show you their hours.	
• In order to monitor the expenses for the tutoring fund, please require that all tutoring sessions are entered by September 21 for the first half of the round.	

Payment (Tutor- based) - Option for Fall 07 only	**Payment (LEA- based) - Option for Fall 07 but Required for Spring 08**
• Tutors must complete Service Agreement, Statement of Assurances, and Substitute W-9. • ADE pays tutor directly, no benefits deducted, approx. 6 weeks after online system closes • $40 per hour- covers fees to the tutor	• Application through Grants System with estimates up to $100,000= 2500 hours of tutoring • Apply for the grant with realistic estimates for number of students and hours. In that way, funds can be distributed evenly. • Fund alert and application active Aug.13 and closed Oct. 5; active Jan. 7 and closed April 30; active May 26 and closed July 25 (tentative) • $40 per hour to LEA– covers fees to the tutor and benefits; may include materials and admin • Tutors receive less than $40 depending on deductions listed above. Contact LEA for details. • ADE pays LEAs who pay tutors through stipends

More Information about Payment (LEA-based):

- The amount paid per hour to the tutors is based on calculations using the State Tutoring Worksheet.

Sample Budget Description for a project total of $100,000 is below. In your budget, anything above the %s shown below may be subject to review. If you have a small budget, admin fees may not be appropriate.

Function Code	Object Code	Amount	Description
Instruction 1000			
Salaries	6100	78478.26	For Alpha and Baker schools: stipends for 30 tutors for 2500 hours for supplemental tutoring at $31.39/hr.
Employee Benefits	6200	11771.74	Benefits without medical for tutors @ 15%
Supplies	6600	2000	Instructional materials for tutoring program @2%
Support Services – Admin 2300, 2400, 2500			
Salaries	6100	5000	Stipend to administer tutoring program @ 5%
Employee Benefits	6200	750	Benefits without medical for administrator @15%
Supplies	6600	2000	Supplies to administer tutoring program @ 2%

Documentation to Keep

- Ensure that documentation is available for monitoring to include the signed certificates of supplemental instruction, attendance records that cover session dates, duration and students present, HQ Attestations, State Tutoring Program-Tutor Verifications, and backup documentation for all tutors related to their qualifications (i.e. transcripts).

Contact information:

- Debby Francis, Arizona Department of Education, State Tutoring Coordinator, (602) 364-3177, Deborah.Francis@azed.gov
- http://www.ade.az.gov/asd/StateTutoring/